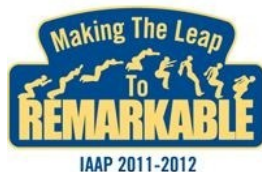


# Bryan-College Station IAAP



Volume 7, Issue 2

September/October 2011

*“The woman who can create her own job is the woman who will win fame and fortune.”*

-- Amelia Earhart

## Message from the President



Susie Billings  
President 2011-2012

I hope all of you are working to make the leap to a remarkable year! It was nice to see some rain in College Station this past Sunday and it was nice to watch the Aggie football team beat Texas Tech. Along with weather changes and the fall football season, the chapter has many meetings, service projects and events happening during the months of Sept.-Dec. I hope you can attend/participate in all or some of the items mentioned below:

- ◆ Chapter Meeting (Tuesday, Oct. 18th at 5:30 p.m., C.S. Conference Center, room 105) and this is our Membership Recruitment Month, Bring a friend to the chapter meeting! Also, we will be celebrating Bosses Day at this meeting, bring your boss too! We are honored to have the President of the TX/LA Division of IAAP, Carla Flowers, CPS/CAP, be our speaker that evening.
- ◆ Sports/Tailgate Raffle, see page 8 of this newsletter for more details.
- ◆ Holiday Social-Thursday, December 1st, 6:00 p.m. at the Longhorn Tavern in Bryan, Texas). Dinner (Dutch Treat). More details to come.
- ◆ Social Events, see calendar on page 7 in this newsletter for more details.
- ◆ Membership Directory, please send required information that Sharon e-mailed all members for and a jpg picture of yourself to Sharon Birkelbach (birkelbach1@verizon.net) as soon as possible.
- ◆ Service Projects-check weekly e-mails from me for more details. See page 4 in this newsletter for details about our food drive.

If you have any suggestions or questions, please feel free to e-mail me at blinn-word@yahoo.com. Hope to see you at our next chapter meeting on Tuesday, October 18th.

Have a great rest of the week,  
Susie Billings

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## Leadership Training in Austin



*Saturday, October 29<sup>th</sup>*

*Austin, Texas*

*Cost: \$20.00 for members (Half-day training and includes breakfast)  
Members going will share in the cost of hotel rooms and carpool.*

*If you would like to attend please e-mail Susie Billings  
at [blinnword@yahoo.com](mailto:blinnword@yahoo.com) and let her know by Sunday, Oct. 16th.*

## The FBI's Child ID App—Putting Safety in Your Hands

*Submitted by Janice Crockett*

[http://www.fbi.gov/news/stories/2011/august/child\\_080511](http://www.fbi.gov/news/stories/2011/august/child_080511)

### **News Alert Detail:**

When an emergency occurs, those who act fast can often help mitigate the extent of damage or injury. This is especially true in cases of missing children. The sooner the authorities are notified and have a detailed description, the greater the chances of a safe return.

With this in mind, the FBI have developed and released a new smartphone app to help parents get the word out fast when a child goes missing. This critical app stores photos and vital description details that can be emailed to authorities—or displayed on the phone—in an instant. (This free app is currently for iPhone only, and can be downloaded in the iTunes App Store.)

People without smartphones can contact their local law enforcement and ask about a Child ID kit that, similar to the Child ID app, stores photos, important details and even fingerprints to help locate a missing child.

Sincerely,

LifeLock Member Services

## Vendors Needed For Administrative Professionals' Day Conference

The APD Conference date has been set for Thursday, April 26, 2012. Any members who are interested in setting up a vendor booth at this conference should contact Susie Billings ([blinnword@yahoo.com](mailto:blinnword@yahoo.com)) by December 1, 2011. After this date, we will be accepting non-member requests for vendor booths.

## Free Online Resources

### Custom Guide Online Learning

Copies of reference guides available for free download including Excel 2007 & 2010, Soft Skills Training, Office 2007 & 2010, Word 2007 & 2010 and Outlook 2007 & 2010. If you are interested, get in touch with [barose@ag.tamu.edu](mailto:barose@ag.tamu.edu) or 979-458-3279.

### HP Learning Center

[www.hp.com/go/learningcenter](http://www.hp.com/go/learningcenter)

Learning center classes are offered online and are accessible from any computer with an internet connection. Classes include two to six lessons and may also include interactive demos, quizzes and assignments. All of the lessons in a class are available to you while the class is running. In addition to classes, look for the other types of online content offered on the Learning Center, such as quick lessons and how-to videos. Classes are self-paced, and are available online 24/7. Like a traditional class, an online class offers a collection of lessons, assignments and quizzes to help you learn, but it is up to you to determine the time and place you attend class. You can take an online class when it is convenient for you, rather than organizing your schedule around a class time. You also get the opportunity to chat with site experts and other students to gain more insight and information about the subjects that interest you.

### Currency Converter

<http://www.oanda.com/currency/converter/>

### Postage Rate Calculator

<http://postcalc.usps.gov/>

## October Chapter Meeting

Please join us at our October Chapter Meeting on October 18, 2011. Carla Flowers, CPS/CAP, President of the Texas-Louisiana Division, will speak to us about *“People Reading: The Vital Role That Active Listening Plays In Effective Communication.”* In addition we will be having the Executive/Boss of the Year Award presentation. And we’ll have the Sports/Tailgate Raffle drawing as well.

The cost to attend is \$10.00 if eating and \$5.00 if not eating.

Please RSVP to the treasurer at [tmorrisson@mays.tamu.edu](mailto:tmorrisson@mays.tamu.edu) (and CC [blinnword@yahoo.com](mailto:blinnword@yahoo.com)) by Friday, October 14, 2011.



When RSVPing for any upcoming monthly Chapter Meetings, we are requesting that you put **“IAAP”** in the subject line. This will help the Theresa Morrison, Treasurer, keep track of the many RSVP e-mails she receives for the Chapter Meetings.

Thank you!

## Food Drive

We will begin taking donations for a food drive for the Brazos Valley Food Bank at our October Chapter Meeting and continue until our December Holiday Event. Please bring non-perishable items such as canned goods, dry beans, etc. or monetary donations to one of the upcoming chapter meetings. We will have a collection box for the donated items. The donations will be delivered to the Brazos Valley Food Bank in December.



## Chapter Programs for 2011-2012

<b>June 21, 2011</b>	<b>Chapter Installation</b>	
<b>July 19, 2011</b>	<b>Ergonomics</b>	<b>(Speaker: Mark Benden)</b>
<b>August 16, 2011</b>	<b>Computer Operations, "Why is this thing so slow"</b>	<b>(Speaker: John Gonzales)</b>
<b>September 20, 2011</b>	<b>Succession Planning</b>	<b>(Speaker: Valerie Sorenson, CAP)</b>
<b>October 18, 2011</b>	<b>People Reading: The Vital Role that Active Listening Plays in Effective Communication</b>	<b>(Speaker: Carla Flowers, CPS/CAP)</b>
<b>November 22, 2011</b>	<b>Office Safety</b>	<b>(Speaker: John Van Hyfte)</b>
<b>December 1, 2011</b>	<b>Holiday Social</b>	<b>Longhorn, Tavern (Bryan, Texas)</b>
<b>January 17, 2012</b>	<b>Using Digital Images in Powerpoint</b>	<b>(Speaker: Dr. Ron Billings)</b>
<b>February 21, 2012</b>	<b>Team Development Tools</b>	<b>(Speaker: Anne Mayer)</b>
<b>March 20, 2012</b>	<b>Building Trusts</b>	<b>(Speakers: Rosie Schoenfeld &amp; Jan McCoy)</b>
<b>April 26, 2012</b>	<b>APD Event</b>	<b>Office Politics (Speaker: Merna Jacobsen)</b>
	<b>Facilitating Difficult Conversations</b>	<b>(Speaker: Dr. Christine Stanley)</b>
	<b>Developing Your Leadership Skills</b>	<b>(Speaker: Dr. Al Davis)</b>
<b>May 22, 2012</b>	<b>Topic: Creative Leadership</b>	<b>(Speaker: Suzanna Ramos)</b>

## Determine to Succeed

September 19, 2011

Monday Motivators

A weekly e-zine by Office Dynamics

Read Joan Burge's Administrative Blog at

<http://www.officedynamics.com/Blogs.aspx>

Attitudes are important to successfully overcoming challenges. Right now, we have a lot of challenges facing us - the economy, companies downsizing, air travel stress, an election year on the horizon, and personal challenges. That is just life. We will always be presented with obstacles, uncertainty, and changing world events.

Think about your challenges at work: a tough assignment, a difficult person, juggling multiple tasks and people, and learning new technologies. Your attitude about the situation will dramatically affect how you go through the situation.

Strive for a positive attitude and use positive self-talk. Add to that: creative thinking, problem solving, risk taking, determination, commitment, being organized and taking action, and you will accomplish your goals. Here are bonus strategies:

1. Keep abreast of the economic changes taking place; they could affect your industry and job.
2. Be a star performer at work. Companies do not want to lose their stars - or rising stars.
3. Don't get caught up in the negative grapevine at work.
4. Remember, employees don't always know what is really going on with company changes.
5. Stay positive. Come into work with a good attitude.
6. Encourage co-workers to stay positive and focused.

A quote I found years ago says, "Some succeed because they are destined to. However, most succeed because they are determined to." Be determined this week to succeed when presented with a challenge. That is the only affirmation you need to live a fruitful week at work and at home!

Joan Burge



# Road Map for Team Success: Techniques That Work



September 12, 2011

Monday Motivators

A weekly e-zine by Office Dynamics

Read Joan Burge's Administrative Blog at

<http://www.officedynamics.com/Blogs.aspx>

Happy Monday! Let me ask you a question: Do you try to do everything yourself? Do you hate to ask for help? Or are you afraid others won't do as good a job as you would? Is it sometimes difficult to work with people who aren't just like you?

That is what teamwork is about. We will have more successful events and outcomes if we are willing to "give up" some ownership and trust others to use their expertise.

Every person has something great to bring to the table. When we work with others who have talents in areas we do not, we can accomplish more and do things we might not otherwise be able to do.

Individuals on a quest for excellence realize that building diverse networks, communicating regularly, tapping into others' strengths and supporting others are important to overall success. So, this week, follow the Road Map to Team Success, outlined below:

- ◇ Make sure everyone, including yourself, understands the mission - whether it is the mission of the team, department or project.
- ◇ Develop strong communication skills. These should include giving details, providing parameters and deadlines, helping others see the big picture of the project, repeating what you think you heard and listening.
- ◇ Know your strengths and get support on weaknesses. We all have gaps. Look for areas you can grow. Also, surround yourself with people who have strengths in the areas you don't.
- ◇ Treat your co-workers like customers.
- ◇ Do your part. Do not let the other team members down.
- ◇ Deliver services on time, whatever those services might be.
- ◇ Be patient. Teamwork takes time, commitment, and understanding.
- ◇ What more can you do to make a team even stronger? Why not try that this week?

Good luck!

## Calendar of Events

### Business After Hours

Business After Hours hosted by the B/CS Chamber of Commerce will be at CHROME: A Salon Experience, 1501 University Drive East, Thursday, October 20th, from 5:30 pm - 7:00 pm.

### November 2011 CPS/CAP Exams

Event Date: Fri, 11/04/2011 - Sat, 11/05/2011. To register, visit <http://www.iaap-hq.org/certification>

International  
October 9-12, 2011—Fall Conference, Sheraton San Diego Hotel & Marina, San Diego, CA

July 2012—International Education Forum and Annual Meeting, Grapevine (Dallas), Texas

Division  
October 29, 2011—Leadership Training, hosted by Capital Chapter IAAP (Austin) from 8:30 am - 12:15 pm.

May 18-20, 2012—Divisional Annual Meeting, South Shore Harbour Resort, League City, TX. Hosted by Clearlake-NASA Area Chapter

May 16-19, 2013—Division Annual Meeting, Renaissance Hotel, Austin, TX. Hosted by Capital Chapter.

Chapter  
October 18, 2011—Chapter Meeting, 5:30 p.m., College Station Conference Center, room 105. RSVP by Friday, Oct. 14th.

Nov 5—Social at the Sugar Plum Market, Stafford, TX.

Nov 22—Chapter Meeting, College Station Conference Center, Room 105, 5:30 pm. Topic: Office Safety, Speaker: John Van Hyfte.

Nov 18—November Social; dinner at BJs Brewhouse and movie at Cinemark (College Station, TX)

Dec 1—Holiday Social, Longhorn Tavern (Bryan, TX), 6:00 pm, Dinner (Dutch Treat).

## Congratulations

Theresa Morrison, who is a member of the Brazos Bluebonnet Quilt Guild ([www.bbqg.org](http://www.bbqg.org)), participated in BBQG's Bi-Annual Quilt Show on September 9-10, 2011. This was Theresa's first time to enter a quilt in the show and she won a third place ribbon in the miniature division!

Congratulations to Theresa!



Theresa Morrison, and her miniature quilt, Shakespeare's Tulips



A quilt Theresa made for a graduating (Ying Zhu) Ph.D. student in her department





[Bryan-College Station  
Chapter—IAAP](#)

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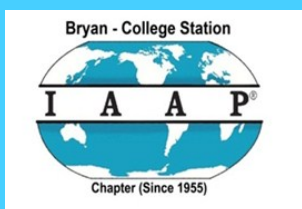
## Word play

### Congenial

\kən-JEEN-yul\

**1:** having the same nature, disposition, or tastes : kindred

**2 a :** existing together harmoniously **b :** suited to one's nature, tastes, or outlook **c :** sociable, genial



## Officers and Committee Chairs 2011-2012

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Open

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